

**MOVING AND DELIVERY COMPANY
RULES AND REGULATIONS**

ANY MOVING COMPANIES AND/OR INDIVIDUALS THAT DO NOT ADHERE TO THE FOLLOWING RULES WILL NOT BE ALLOWED TO ENTER THE BUILDING/PREMISES AND MAY BE ASKED TO IMMEDIATE DISCONTINUE THE MOVE AND LEAVE THE BUILDING/PREMISES.

1. Clean Masonite sections will be used as runners on all finished floor areas where heavy furniture or equipment is being moved with wheel or skid type dollies. The Masonite must be at least one-fourth inch thick, with 4' X 8' wide sheets in elevator lobbies and corridors, and 32" wide Masonite runners taped together to inhibit sliding.
2. The movers and a building management representative will jointly inspect all walls, door facings, elevator cabs and other areas along the route to be followed before and after the move. The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be followed during the move.
3. The expense of repairs of any damage to the building or fixtures caused by the mover is the joint responsibility of the mover and the Tenant.
4. Only the freight elevator will be used for the movement of furniture, equipment or supplies. The weight limit for freight is 3,500 pounds. Passenger elevators will not be used under any condition.
5. The Tenant must make arrangements with building management for use of the freight elevator for each move. A definite arrival time must be established prior to finalizing move/delivery plans.
6. **The move should be planned for Saturday or Sunday or after 3:00 PM weekdays with prior approved arrangements from the building management office.**
7. The moving company must carry the insurance coverage as outlined on the TRANSWESTERN Vendor Insurance Requirements and the applicable Category Insurance Requirements.
8. the moving company must agree to protect, indemnify and save Landlord harmless from and against all claims, demand and causes of action of every kind in character arising in favor of moving company's employees, Landlord's employees or other third parties on account of bodily injury, personal injury, death or damage to property in any way resulting from willful or negligent acts or omissions of moving company, its agents, employees or representatives or subcontractors. The moving company shall be responsible for all damages and losses sustained by them to their tools and equipment utilized in the performance of all work there under.
9. The moving company is required to make arrangements to provide Landlord with current certificate of insurance, not later than 48 hours before the move takes place, evidencing the correct and valid insurance coverages and indicating **"Insured names Owner(s) and Transwestern Property West, LLC dba: TRANSWESTERN as additional insured as**

their interest may appear (ALTIMA), as respect to Tenant's obligations under Lease provisions specific to leased premises." (This exact wording only) as additional insured.

10. Additionally, when large items are being moved in or out of the building, it is necessary to coordinate these actions with the building management office for the use of the freight elevator. No items shall be authorized to leave the building without authorization on your firm's letterhead and verbal coordination with the building management office in advance.

The foregoing Moving and Delivery Rules and Regulations for Emerald Plaza, 402 West Broadway, San Diego, California has been read and is understood. We agree to comply with its provisions.

Tenant: _____

Suite: _____ Telephone: _____

By: _____ Date: _____
Tenant's Principal, Officer or Liaison

Mover: _____

Address: _____

Telephone: _____ Email: _____

Move Date: _____ Time: _____

By: _____ Date: _____
Mover's Principal, Officer or Liaison